

Providing someone, who is not participating in the CHIP pilot, access to your personal health record

This user guide has been created to assist you through the process of providing someone **not participating** in the CHIP pilot access to your personal health record.

In this scenario, a person who has signed up to CHIP, has decided to share their diabetes records with a friend who lives overseas.

For the purpose of this document, Michael Kolodychuk will be giving his friend, Danica Jackson, access to his health care records.

This document is divided into TWO sections:

Section one will be used by the person who currently has access to the record.

Section two will be used by the person who is looking to gain access to the record.

Section one – Sending an access invitation to another user

Step 1: Log into your CHIP account. See the support document ‘Sign into Your CHIP Account’ for more information.

Step 2: In the “I want to...” menu in the top right of the page, select **Share my Data > With family & friends**

The screenshot shows the eHealth Saskatchewan website interface. At the top, it says "Welcome, MICHAEL KOLODYCHUK" with options for "Refresh data" and "Sign out". Below this is a navigation bar with tabs: HOME, MEDICAL HISTORY, MEASUREMENTS, SCHEDULING, MY ACCOUNT, REPORTS, and NEED HELP. The main content area features a "Welcome to the eHealth Saskatchewan's Citizen Health Information" message. On the right side, a dropdown menu titled "I want to ..." is open, showing options like "Set up my account", "My profile", "My caregivers", "My settings", "Share my Data", "With family & friends", "Connect devices", "With caregivers", "Get support", "Frequently Asked Questions", "Call 811", "Healthline Online", "Feedback", "Leave Feedback", and "Contact us by e-mail". The "Share my Data" and "With family & friends" options are circled in red. Below the menu, there is a "WARNING" box stating: "The content of the incomplete, for info should not be interpreted as medical advice or diagnosis." and "There is no guarantee the information you enter in the...". At the bottom left, there are five "Quick Links" icons: "View my medical history", "Add Measurements", "Update My Schedule", "Check My Messages", and "Manage My Account".

Step 3: In this example, Michael wants to share his record, not the record of his son, INTISAR HOLST. Make sure your record is selected, then click **Share**.

HOME MEDICAL HISTORY MEASUREMENTS SCHEDULING **MY ACCOUNT** REPORTS NEED HELP?

Home > My Account > My Profile


My Profile

View and manage your personal profile

EMERGENCY CONTACTS

No records found [Add New Item](#)

DEMOGRAPHIC INFORMATION


Name: MICHAEL KOLODYCHUK
Ethnicity: -
Date Of Birth: 1959-09-19
Gender: Male
Marital Status: -
Address: -
Phone Number: -
Email: palmer@mailinator.com
[Edit](#)


AUTHORIZED HEALTH RECORDS

| | |
|---|-----------------------|
| <input type="radio"/> Intisar HOLST | Share |
| <input checked="" type="radio"/> MICHAEL KOLODYCHUK | Share |

Step 4: In the next window, please enter the following information:

1. enter the email address of the person with whom you intend to share the account
2. create a passcode that they will use to access the record (you will need to provide this passcode to the other person using another mechanism so that they can log in)
3. select a sharing level
4. if desired, limit the amount of information that will be seen by un-checking the boxes
5. select an access expiration date or leave it set at 'No expiration'
6. add a note, if required
7. click **Send invitation**

MICHAEL



Home > Sharing > Share health information

Invite someone to access MICHAEL's information

You control the information in this record. To allow another person to see the information, you must complete this form to send them a sharing invitation. When you click Send Invitation, TELUS health space sends the recipient an email containing a link that allows them to add this record to their TELUS health space account.

* required

***Recipient's email address:**

***Retype email address:**

***Create a passcode:**
 (Minimum 6 characters)

The email recipient will need to enter the passcode to accept this invitation. To protect your invitation, don't email the passcode. Use another method to tell the recipient the passcode. If you forget the passcode, you'll need to resend the invitation with a new passcode.

Select sharing level

View MICHAEL's information

View and modify MICHAEL's information

Act as a custodian of MICHAEL's record (What can a record custodian do?)

Select information type

- Share only the types of information Citizen Health Information Portal (CHIP) uses
- Share only the types of information selected below

Information Types

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Advance Directive | <input checked="" type="checkbox"/> Diabetes Insulin Injection Use | <input type="checkbox"/> Life goal |
| <input type="checkbox"/> Aerobic Profile | <input type="checkbox"/> Diabetic profile | <input type="checkbox"/> Meal Definition |
| <input type="checkbox"/> Allergic Episode | <input type="checkbox"/> Dietary Intake | <input type="checkbox"/> Medical Annotation |
| <input checked="" type="checkbox"/> Allergy | <input checked="" type="checkbox"/> Discharge summary | <input type="checkbox"/> Medical Device |
| <input type="checkbox"/> Application Data Reference | <input checked="" type="checkbox"/> Documents (File) | <input type="checkbox"/> Medical Image Study |
| <input checked="" type="checkbox"/> Application-Specific Information | <input checked="" type="checkbox"/> Emergency or Provider Contact | <input type="checkbox"/> Medical Problem |
| <input checked="" type="checkbox"/> Appointment | <input type="checkbox"/> Emotional State | <input checked="" type="checkbox"/> Medication |
| <input checked="" type="checkbox"/> Asthma inhaler | <input checked="" type="checkbox"/> Encounter | <input checked="" type="checkbox"/> Medication Fill |
| <input checked="" type="checkbox"/> Asthma Inhaler Usage | <input checked="" type="checkbox"/> Exercise | <input checked="" type="checkbox"/> Message |
| <input checked="" type="checkbox"/> Basic Demographic Information | <input type="checkbox"/> Exercise Samples | <input type="checkbox"/> Microbiology Lab Test Result |
| <input checked="" type="checkbox"/> Blood Glucose Measurement | <input type="checkbox"/> Explanation of benefits | <input type="checkbox"/> PAP Session |
| <input checked="" type="checkbox"/> Blood Oxygen Saturation | <input checked="" type="checkbox"/> Family History | <input type="checkbox"/> Password protected package |
| <input checked="" type="checkbox"/> Blood Pressure Measurement | <input type="checkbox"/> Family history condition | <input checked="" type="checkbox"/> Peak Flow Measurement |
| <input type="checkbox"/> Body composition | <input type="checkbox"/> Family history person | <input checked="" type="checkbox"/> Personal Contact Information |
| <input checked="" type="checkbox"/> Body dimension | <input type="checkbox"/> Genetic SNP Result | <input checked="" type="checkbox"/> Personal demographic information |
| <input type="checkbox"/> Calorie guideline | <input type="checkbox"/> Group membership | <input checked="" type="checkbox"/> Personal Image |
| <input type="checkbox"/> Cardiac Profile | <input type="checkbox"/> Group membership activity | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Care Plan | <input checked="" type="checkbox"/> HbA1C Measurement | <input checked="" type="checkbox"/> Procedure |
| <input checked="" type="checkbox"/> Cholesterol Measurement | <input checked="" type="checkbox"/> Health Assessment | <input checked="" type="checkbox"/> Question Answer |
| <input type="checkbox"/> Clinical Document Architecture (CDA) | <input checked="" type="checkbox"/> Health Event | <input type="checkbox"/> Radiology Lab Result |
| <input type="checkbox"/> Comment | <input type="checkbox"/> Health Goal | <input type="checkbox"/> Respiratory profile |
| <input checked="" type="checkbox"/> Concern | <input checked="" type="checkbox"/> Health Journal Entry | <input type="checkbox"/> Sleep Related Activity |
| <input checked="" type="checkbox"/> Condition | <input type="checkbox"/> Healthcare proxy | <input checked="" type="checkbox"/> Sleep Session |
| <input checked="" type="checkbox"/> Continuity of Care Document (CCD) | <input type="checkbox"/> Heart rate | <input checked="" type="checkbox"/> Status |
| <input checked="" type="checkbox"/> Continuity of Care Record (CCR) | <input checked="" type="checkbox"/> Height Measurement | <input checked="" type="checkbox"/> Vital signs |
| <input type="checkbox"/> Contraindication | <input checked="" type="checkbox"/> Immunization | <input type="checkbox"/> Web Resource (Link) |
| <input checked="" type="checkbox"/> Daily Dietary Intake | <input checked="" type="checkbox"/> Insulin injection | <input type="checkbox"/> Weekly Aerobic Exercise Goal |
| <input checked="" type="checkbox"/> Daily Medication Usage | <input type="checkbox"/> Insurance Plan | <input type="checkbox"/> Weight Goal |
| <input type="checkbox"/> Defibrillator Episode | <input checked="" type="checkbox"/> Lab Test Results | <input checked="" type="checkbox"/> Weight Measurement |

*Set access expiration

- ex: 2016-01-12
- No expiration

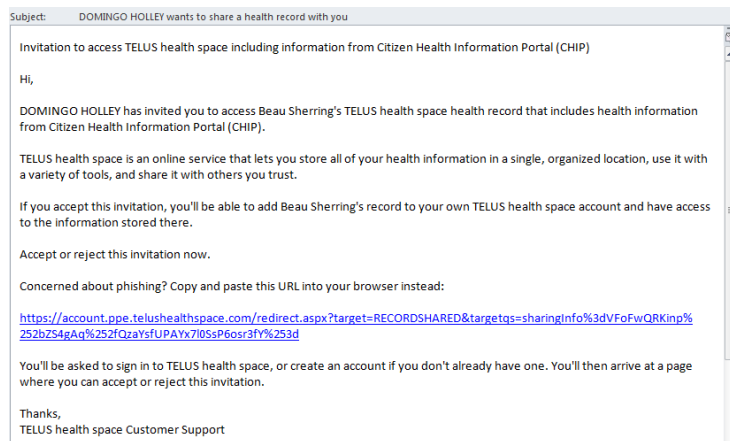
Add optional note

Important: Some information stored in the records you manage may be highly sensitive. Before you grant access to a record, consider carefully which people should be allowed to see the information. Learn more about sharing records.

Send invitation

Section two – Accepting an invitation to view a record

Step 1: The receiving party (Danica) will receive an email in their inbox, similar to the example below. Click on the URL contained in the email, or copy and paste it into a new browser window.



Step 2: Enter the passcode that was provided by the initiating person, click **Accept**.

Do you accept access to MICHAEL KOLODYCHUK's record?

MICHAEL KOLODYCHUK has offered to let you see and change MICHAEL KOLODYCHUK's record.
Learn more about sharing records.

* Access code: (If you don't have the passcode, please ask MICHAEL KOLODYCHUK.)

Accept

Step 3: The receiving party will need to create a Microsoft HealthVault account to be able to view the data. To do this, click **Sign up now**



Take control of your health

TELUS health space is a trusted place for people to gather, store, use, and share health information online.

[Learn more](#)

More sign-in options

TELUS health space®

Microsoft account What's this?

Keep me signed in

Sign in

Can't access your account?
Sign in with a single-use code

Don't have a Microsoft account? **Sign up now**

Step 4: Complete the required information, the click **Create Account**.



Create an account

You can use your Yahoo! or Gmail email address as the user name for your new Microsoft account.

| | |
|-------------------------------------|--------------------------------------|
| First name | Last name |
| <input type="text" value="Danica"/> | <input type="text" value="Jackson"/> |

User name

After you sign up, we'll send you a message with a link to verify this user name.

Password

8-character minimum; case sensitive

Reenter password

Country/region

Birthdate

Gender

Help us protect your info

Your phone number helps us keep your account secure.

Country code

Phone number

Before proceeding, we need to make sure a real person is creating this account.



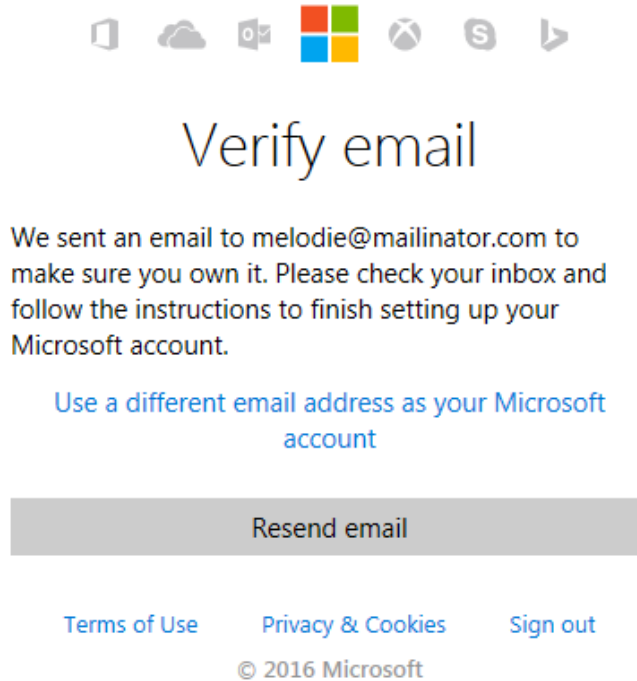
| |
|------------------------------------|
| <input type="text" value="New"/> |
| <input type="text" value="Audio"/> |

Enter the characters you see

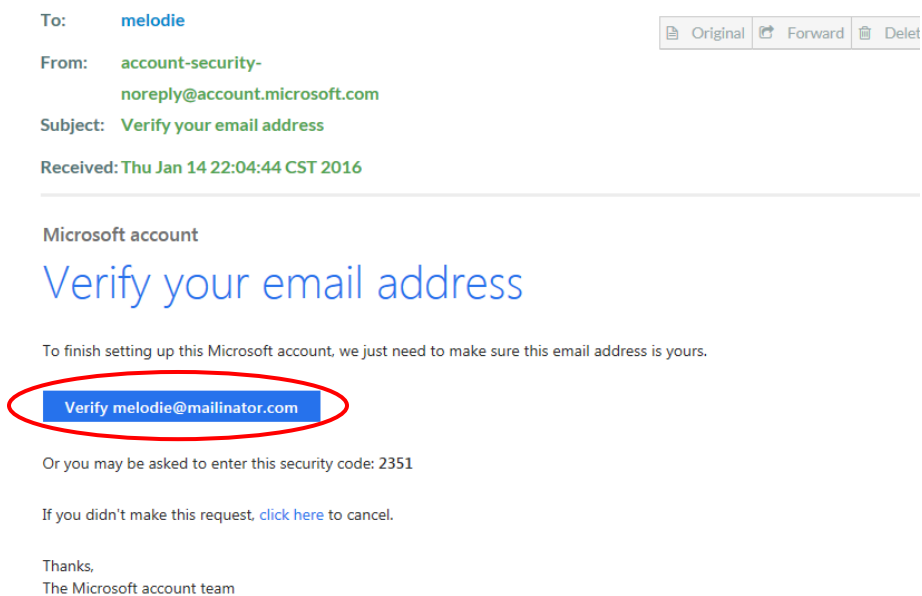
I would like to hear from Microsoft and its family of companies via email about products, services, and events, including the latest solutions, tips and exclusive offers. To withdraw consent or manage your contact preferences, visit the [Promotional Communications Manager](#).
[Privacy Statement](#)

Click **Create account** to agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Step 5: The user will be required to verify their email address:



Step 6: Verify the email address by clicking on the **Verify** button.



Step 7: After verification, the user will see the message below. Click **OK**.

Ready to go!

Thanks for verifying melodie@mailinator.com. You can now get back to what you were doing.



Step 8: Complete the HealthVault registration process by entering your personal information again, then click **Continue**.

Create a new TELUS health space account

TELUS health space is a trusted place for people to gather, store, use, and share health information online. It helps you:

- Organize your family's health information;
- Create a more complete picture of your health;
- Achieve your fitness goals.

[Learn more about TELUS health space](#)

Basic information * required

Name: *

Contact email address: *

Date of birth (yyyy-mm-dd): *

Gender: *

Location and language info

Country/region: *

Language (format): *

Province: *

Postal code:

Step 9: Accept the licensing agreement, then click **Create account.**

Create a new TELUS health space account

TELUS health space is a trusted place for people to gather, store, use, and share health information online. It helps you:

- Organize your family's health information;
- Create a more complete picture of your health;
- Achieve your fitness goals.

Learn more about TELUS health space

Basic information

Danica Jackson
melodie@mailinator.com
Gender: Female
Date of birth (yyyy-mm-dd): 1980-01-01

Location and language info

Canada
Language (format): English (Canada)
Province: Saskatchewan

Edit your information

TELUS health space terms of use
View as a separate page

TELUS health space[®] Account Service Agreement

(Last updated: August 2011)

1. This Agreement

THIS ACCOUNT SERVICE AGREEMENT ("SERVICE AGREEMENT" OR "AGREEMENT") FORMS A LEGAL AGREEMENT BETWEEN YOU AND TELUS HEALTH SOLUTIONS GP, REPRESENTED BY ITS MANAGING PARTNERS TELUS HEALTH SOLUTIONS INC ("TELUS HEALTH"). SOMETIMES TELUS HEALTH IS REFERRED TO AS "WE", "US" OR "OUR". THIS SERVICE AGREEMENT APPLIES TO THE SERVICE (AS DEFINED BELOW) THAT YOU ARE AUTHORIZED TO USE WHILE THIS SERVICE AGREEMENT IS IN FORCE. BY USING THE SERVICE OR RELATED PRODUCTS, YOU ACCEPT THIS

TELUS health space privacy statement
View as a separate page

TELUS health space[®] Account Privacy Statement

(Last updated: August 2011)

TELUS Health Solutions GP (hereafter referred to as "TELUS Health") is committed to protecting your privacy. This privacy statement applies to the personal information (which includes personal health information) collected by TELUS Health through the TELUS health space Account. It does not apply to data collected through other online or offline TELUS Health sites, products, or services nor to data collected through Solutions (as defined below).

Introduction

TELUS health space is an online storage system for your health information. It can store many different

I confirm that I have the legal authority to consent to TELUS processing all health information I provide, including by obtaining the explicit consent of all other persons whose health data I provide. "Processing" includes TELUS managing the service in accordance with the TELUS health space Privacy Statement. To proceed with creating your account, click this checkbox.

Clicking **Create account** means that you have read the TELUS health space Privacy Statement, you agree to the TELUS health space Service Agreement, and you consent to Microsoft processing the health information you provide via TELUS health space. You can close your account at any time.

Create account Cancel

Step 10: Enter the passcode that was provided to access the records, click **Accept**.

Do you accept access to MICHAEL KOLODYCHUK's record?

MICHAEL KOLODYCHUK has offered to let you see and change MICHAEL KOLODYCHUK's record.
Learn more about sharing records.

* Access code: (If you don't have the passcode, please ask MICHAEL KOLODYCHUK.)

Step 11: Click **Authorize Access**.

Authorize Citizen Health Information Portal (CHIP) to access your record.

Citizen Health Information Portal (CHIP) details



> Review the access requested

- More information
- About the app
- Terms of use
- Privacy statement

Allow access to health information for:

MICHAEL KOLODYCHUK

Visit the [Terms of use](#) and [Privacy statement](#) above to learn if and how Citizen Health Information Portal (CHIP) will collect and use your information, including where and how they may use, store, and transfer your information; what other information they may collect; and how you can review, edit, or remove the information they hold.

Danca, and other invited participants, should now see this page:

Welcome, Danica Jackson | Refresh data | Sign out

Current record MICHAEL KOLODYCHUK | I want to ...

HOME MEDICAL HISTORY MEASUREMENTS SCHEDULING MY ACCOUNT REPORTS NEED HELP?

Welcome to the eHealth Saskatchewan's Citizen Health Information Portal (CHIP)

CHIP gives you instant access to your medical information and personal health records such as lab results, immunizations, pharmacy and hospital clinic visits across Saskatchewan.

Getting Started
To help you get started, some "Quick Links" have been displayed below that can take you to the most visited sections of the site. Try clicking one of the buttons below:

- View my medical history
- Add Measurements
- Update My Schedule
- Check My Messages
- Manage My Account

WARNING

The content of the Citizen Portal is incomplete, for information only, and should not be interpreted as a medical advice or used for self-diagnosis.

There is no guarantee the information you enter in the Citizen Portal will be consulted and viewed by your healthcare professionals.

In case of emergency, please contact your healthcare professional or dial 9-1-1.

MEDICAL SUMMARY

This dashboard presents a summary view of a your blood pressure, cholesterol values, weight, BMI reading, conditions, and medications.

Blood Pressure-

DID YOU KNOW ?

Congratulations! You have successfully given someone in your extended circle of care, access to your personal health record.

If you need any assistance setting up an account, please call the CHIP support line at 1-844-767-8259.